

# KING COUNTY FORESTRY OPPORTUNITY GRANT GUIDELINES



**FORESTS IN KING COUNTY:** King County is known for innovative industries and vibrant urban communities, yet more than half of the county, over 800,000 acres, is covered by forests. These forests offer important recreational opportunities, improve air quality and provide food, water and cover for endangered salmon and wildlife. These same forests provide employment in wood, paper, recreation, tourism and fishing industries.

A burgeoning population and increasing demand for housing and services has accompanied economic growth in the metropolitan area. In response, large tracts of industrial forest have been subdivided, sold and converted to residential land uses, breaking up the forested landscape into a patchwork of individual family holdings. Without ongoing maintenance, these smaller residential forests are more subject to disease and forest fire. As working forests are converted to other uses, the infrastructure for forestry such as sawmills, equipment repair and forester services are disappearing. King County established its Forestry Program in 1997 to slow the loss of working forests by providing technical assistance and forest stewardship education programs, strengthening county policy to support forestry, and encouraging innovative approaches to conserving forest land and forestry.

**PROGRAM PURPOSE:** The purpose of the Forestry Opportunity Grant program is to support pilot projects that help conserve the forest land base and forestry in King County by strengthening infrastructure for forestry, promoting forest products-based businesses and adding to the diversity and self-sufficiency of local economies. The program is one of the actions recommended in the *King County Rural Economic Strategies Report* of 2006 (for more on the report see <http://www.metrokc.gov/exec/bred/business/Projects/Rural.htm>).

Successful grant applications will show innovative approaches for expanding markets for new or under-used forest products; promoting cooperative forest management among contiguous small forest lands; training youth in forest-related careers; promoting community forestry and/or raising awareness of the value of sustainable forest management.

<b>FUNDS AVAILABLE:</b>	A maximum of <b>\$10,000</b> will be reimbursed to projects for labor and materials costs.
<b>PROJECT EXAMPLES:</b>	<ul style="list-style-type: none"> <li>• Organize community forestry cooperatives among small forest landowners to manage clusters of small holdings for forestry;</li> <li>• Hold finance and marketing educational workshops for small forest landowners to build skills, develop cooperative marketing strategies or improve distribution networks;</li> <li>• Develop a forest or non-timber forest products marketing cooperative;</li> <li>• Develop a forest product concentration yard;</li> <li>• Strengthen infrastructure for sale of local wood through activities such as installation of a wood-drying kiln or establishment of log sort yard or sawmill;</li> <li>• Demonstrate small scale and low impact harvesting techniques;</li> <li>• Provide internships for teenagers that develop job skills in forestry; or</li> <li>• Facilitate community planning related to best management practices that reduce the hazards of wildfire at the urban-wildland interface.</li> </ul> <p>Reforestation or habitat restoration projects are not eligible unless applicants demonstrate economic benefits for rural economies, build forestry infrastructure or train youth in forest-related careers.</p>
<b>COST SHARE:</b>	The applicant must contribute at least half of the total cost of the project. This amount may be in the form of cash or in-kind services. The cost share should include resources from project partners and contributors.
<b>ELIGIBLE APPLICANTS:</b>	Rural community groups, small forest landowners, small businesses, local development corporations, not-for-profit organizations, tribal governments, special districts and educational institutions are eligible for grants. General purpose local, state or federal government agencies are not eligible. Projects must be located in unincorporated King County or in a rural city.
<b>APPLICATION DEADLINE:</b>	Grant applications will be accepted beginning December 11, 2006. New applications will be accepted and evaluated on a rolling deadline basis until all allocated funds are expended.
<b>PROJECT COMPLETION:</b>	Most projects must be completed within 12 months.
<b>ALLOWED COSTS:</b>	Allowed costs include reasonable expenses that are clearly needed for the project and are outlined in the project budget. These may include:

- a. project personnel for non-profit organizations (other applicants may use staff salaries as part of their cost share, but will not be reimbursed by the grant for these costs);
- b. contracted services;
- c. permits;
- d. insurance required for the project;
- e. travel;
- f. project supplies;
- g. purchase, rent, or installation of fixed equipment, including processing equipment;
- h. repair or rehabilitation of a building or facility; and
- i. training.

Note regarding contracted services: If you plan to use the grant to pay \$5,000 or more for contracted services, you must provide written estimates (bids) from at least two vendors.

**COSTS NOT ALLOWED:**

Grant funds may not be used to pay for any of the following:

- a. Costs of the project incurred before or after the grant period;
- b. Expenses not directly related to the funded project;
- c. Salary and benefits for employees, except at non-profit organizations;
- d. Expenses for forest-related education during school hours;
- e. Food, beverages, awards, entertainment or celebrations;
- f. Use charges for applicant-owned equipment;
- g. Contingencies;
- h. Land purchase; or
- i. Activities that are the result of a compliance action required by King County or another jurisdiction.

King County reserves the right to determine the nature and manner in which cost items will be paid for in any grant.

**REPORTING REQUIREMENTS:**

Grant funds will be distributed on a reimbursement basis.

Reimbursement may be requested after the expense has been incurred on a monthly or quarterly basis, or once at the midpoint and a second time at the completion of the project. The project applicant is responsible for the following:

- a. Secure all applicable permits (federal, state, local) before work begins;
- b. Establish a record keeping system which includes a breakdown of cash and in kind contributions as well as grant funds and retain these records for three years after the project is completed;
- c. Submit a progress report with each request for reimbursement; and

- d. Provide documentation such as copies of receipts with each request for reimbursement. If salaries or wages are to be reimbursed or used for the cost share, documentation such as time cards or check stubs must be provided.

Note that the final reimbursement may not be distributed until the project has been completed and verified by King County staff.

Tax reporting is the responsibility of the applicant.

FOR MORE INFORMATION Contact Linda Vane  
206-296-8042 / TTY 711 / or [linda.vane@kingcounty.gov](mailto:linda.vane@kingcounty.gov)

Web site <http://dnr.metrokc.gov/wlr/LANDS/forestry/index.htm>

Alternative formats available upon request.